



STATE PROCUREMENT OFFICE  
NOTICE OF REQUEST FOR EXEMPTION  
FROM HRS CHAPTER 103D

Received by  
State Procurement Office  
02/12/2016

TO: Chief Procurement Officer

FROM: Department of Transportation  
Name of Requesting Department

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods and/or services:

Procurement of a fully customized written testing solution for Entry Level Airport Firefighters (SR-15). A valid testing instrument to measure the candidate's ability to read, understand and follow oral & written instructions, to perform basic mathematics and the ability to work as a team member in a community living environment.

2. Vendor/Contractor/Service Provider: CPS HR Consulting, 241 Lathrop Way, Sacramento,  
CA 95815; telephone 916-471-3109

3. Amount of Request:

\$ ~~\$30,000.00~~ 9,000.00 *led 2/10/16*

4. Term of Contract From: 2/15/2016  
2/23/2016

To: 1/31/2017

5. Prior SPO-007, Procurement Exemption (PE): PE15-007S

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

See attached Addendum, dated February 8, 2016.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

CPS HR Consulting Entry Level Firefighter test was administered previously in order to fill approximately 80 vacant entry level positions for the DOT-A. It would be in the best interest of the State of Hawaii to procure the written test from the same company to competitively identify candidates from an examination source that is similar in scope and level with the C&C of Honolulu and Maui County Fire Departments.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

\*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	e-mail address
Sidney A. Hayakawa	Airports Division/DOT	808-838-8604	sidney.a.hayakawa@hawaii.gov
Debra E. Nishiyama	Staffing Office/DHRD	808-587-0988	debra.e.nishiyama@hawaii.gov

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department.  
I certify that the information provided above is, to the best of my knowledge, true and correct.*

  
Department Head Signature

2.11.16  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 2/16/2016

Inquiries about this request shall be directed to the contact named in No. 8. Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

**Chief Procurement Officer (CPO) Comments:**

Approval is granted with the understanding that the department has determined it is not practicable or advantageous for DOT to procure an entry level test for firefighters. This approval is upon approval by the CPO approval to 1/31/2017. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Bonnie Kahakui, or email [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

☒ Approved

☐ Disapproved

☐ No Action Required

  
Chief Procurement Officer Signature

2/23/16  
Date

RECORD OF PROCUREMENT EXEMPTION (SPO 007)  
ADDENDUM -Section 6  
February 8, 2016

In the past, Department of Human Resources Development (DHRD), assisted the Airports Division, Department of Transportation (DOT-A) with the entire recruitment process (written examination and physical agility testing) to fill vacant entry level Airport Firefighters (SR-15) positions statewide. They have certified the validity of the written examination as provided by CPS HR Consulting. A valid testing instrument measures the candidate's ability to read, understand and follow oral and written instructions, to perform basic mathematics and the ability to work as a team member in a community living environment. The Airport Firefighters are a unique class of work and the standard Structured Interview questions for civil service class of work do not adequately measure the candidate's ability to meet the minimum requirements to perform and carry out the Airport Firefighting duties and responsibilities, which are highly specialized and physically challenging.

Currently, the DOT-A and DHRD are preparing to similarly replicate 2012 and 2014 entire recruitment process to fill upcoming anticipated vacant SR-15 level positions occurring February 2016 to January 31, 2017. CPS HR Consulting Entry Level Firefighter test was administered previously in order to fill approximately 80 vacant entry level positions for the DOT-A. For all recruitments, we initiated a Memorandum of Agreement (MOA) with jurisdictions within the State of Hawaii that would allow the DOT-A Airport Firefighter Recruits to attend the Recruit Training class with the City and County of Honolulu and the County of Maui. Because we want our recruits to commensurate with the City and County of Honolulu and Maui County Recruits it is desirable to administer a test instrument which will identify the candidate's ability to read, understand, and follow oral and written information, perform basic mathematics and have the ability to work as a team member in a community living environment. It is our responsibility to fairly and adequately identify candidates who possess the potential of performing at the highest level in the State's Firefighting Program and will successfully perform at the scope and level of a firefighter, especially at they fulfill the duties relating to safety, life-saving, security and health issues. It would be in the best interest of the State of Hawaii to procure the written test from the same company as the jurisdiction listed above to competitively identify candidates from an examination source that is similar in scope and level.

It is for these reason stated above, that we are requesting an exemption to the procurement requirements to allow us to acquire permission from CPS HR Consulting to provide more written examination materials and service until January 31, 2017.